

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE CHILD SUPPORT INFORMATION FORM

This form must be completed if you have minor children, and are filing a Petition or Response for Dissolution of Marriage (Divorce) with children, or Petition or Response for Legal Separation with children. If all the children born to or adopted by both you and your spouse are older than 18, you do not need to fill out this form. Once you have filled the form out, attach the original to your original Petition or Response.

1. **INFORMATION ABOUT YOU.** List your complete name including your middle initial (if any), address, social security number, and your employer's name, address and telephone number, if you are employed.
2. **INFORMATION ABOUT YOUR SPOUSE.** List your spouse's name (including middle initial), address, social security number, and your spouse's employer's name, address and telephone number, if you know it.
3. **INFORMATION ABOUT YOUR CHILD(REN):** List the name, social security number and birth date for each child who is less than 18 years of age and is common to both of you. (This includes children born to or adopted by both you and your spouse.)
 - A. Check the box to indicate with whom does each of your children live most (more than 50%) of the time.
 - B. List the address for where each child lives now.
 - C. Write in approximately how many days each week the **other** parent sees the child(ren)?
 - D. Write in approximately how much time each day the **other** parent spends with the child(ren)?
 - E. **Medical Insurance.** Check the box to show who provides medical insurance for the child(ren). Write in the amount it costs each month for the medical insurance premium. You should only include the amount of the premium for the child(ren). If you do not know how much medical insurance costs for the child(ren), list the amount each parent pays toward medical insurance each month and tell how many people (including yourself) are covered by the insurance policy.
 - F. **Daycare.** Check the box to show whether or not the child(ren) require day care. Then, check the box to show who pays for it. List the amount that Mother or Father pays each month. If the amount changes from one month to another, list the amount that Mother or Father pays over the entire year and divide this amount by 12.
4. **INFORMATION ABOUT SPOUSAL MAINTENANCE/SUPPORT.**
 - A. Check the box to show whether Mother regularly pays spousal maintenance/support. If so, list the amount Mother pays each month.
 - B. Check the box to show whether Father regularly pays spousal maintenance/support. If so, list the amount Father pays each month.
5. **INFORMATION ABOUT INCOME.**
 - A. Write in the amount of Mother's total gross monthly income. This is the amount Mother earns before deductions and taxes are taken out. If you do not know this amount, please provide either last year's federal income tax return and W-2 statements or copies of Mother's last three pay stubs, if you have them.

- B. Write in the amount of Father's total gross monthly income. If you do not know this amount, please provide either last year's federal income tax return and W-2 statements, or copies of Father's last three pay stubs, if you have them.

6. INFORMATION ABOUT OTHER CHILDREN.

- A. Check the box to show whether or not Mother pays court ordered child support for any other children. If so, list the total amount Mother pays each month.
- B. Check the box to show whether or not Father pays court ordered child support for any other children. If so, list the total amount Father pays each month.
- C. Check the box to show whether or not Mother supports any other natural or adopted children besides those already listed in this form. If so, state how many, their names, ages and dates of birth.
- D. Check the box to show whether or not Father supports any other natural or adopted children besides those already listed in this form. If so, state how many, their names, ages and dates of birth.

7. OTHER CHILD SUPPORT ORDERS. Check the box to show whether there are any other child support orders in effect for any of the children listed on this form. For each child support order, give the name of the child who is affected, the name of the court which issued the order, and the case number for the case.

8. SIGN THE DOCUMENT. Remember that this is a legal document and that you are swearing or affirming that all of the information that you have provided is true and correct. Include the date when you sign the document. Then sign your name.

9. IF BOTH PARTIES AGREE. This section tells the Court whether you and your spouse have already discussed and agreed to child support. You are **not** required to have any discussions at this time. If you have had discussions and agree about child support, fill in the blanks: 1) the amount; 2) who must pay the support; 3) who will receive the support; 4) list the things you and your spouse considered in determining the amount of child support; and 5) If you and your spouse have agreed that one spouse will pay the bills instead of paying child support, list each bill and the amount to be paid. If both you and your spouse agree, then sign and date this form in the space provided.

10. IMPORTANT INFORMATION. If you are the Respondent and you sign this document, it is NOT a legal appearance and you will not be charged an appearance fee. This document is also NOT a substitute for a response to a petition. If you are the Respondent, you are warned that if you disagree with the petition, you should file a timely response and see a lawyer for help.

This document helps the court determine the amount of temporary child support. Temporary child support is subject to the discretion of the judicial officer. This means that the judicial officer does NOT have to accept your agreement. The amount of temporary child support may be changed at any time. In addition, any change in temporary child support may be retroactive. This means that the child support can be assessed back to the time that you filed this information with the court.

11. CHANGE OF ADDRESS. It is very important for you (Petitioner and Respondent) to keep the court informed of your most current address. This means that if the address information on this form is incorrect or if you change addresses, you must contact the Clerk of the Court and give them your new or current address. Change of Address forms can be obtained at the Self-Service Center located at both courthouse locations: 101 West Jefferson, Phoenix, Arizona, or 222 East Javelina, Mesa, Arizona, or on the Internet at www.superiorcourt.maricopa.gov/ssc/sschome.html.